



ST. ANNE SCHOOL

JOB DESCRIPTION

Facilities Associate

St. Anne School, a private Catholic School in Laguna Niguel, is seeking exceptional facilities associate worker for a school. We are looking for a talented, energetic, hard-working, team player to join our strong faculty.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DEFINITION:

Perform general maintenance work in the repair, construction, and upkeep of school buildings and equipment. Assist Lead facilities coordinator with general custodial duties. Under general direction perform skilled custodial tasks and routine minor maintenance functions; to maintain buildings and adjacent grounds areas of St. Anne School in a clean, sanitary, secure, and safe condition; to arrange and assist in maintaining the physical environment required for activities held at the facility.

DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. This person is responsible to open the school daily.
2. Personally performs minor repairs and light maintenance tasks such as: furniture assembly, pencil sharpener installation, desk, and locker repair.
3. Cleans cafeteria and washes eating areas.
4. Does emergency clean-up resulting from breakage, vandalism, spilling, or illness.
5. Turns lights on or off and locks doors, windows, and gates.
6. Assists in moving, arranging, and setting up furniture and equipment for special events. Stacks and stores furniture and equipment, put up pop up tents and table umbrellas
7. Inspects buildings and grounds for damage, needed repairs, security, and safety, and takes corrective action as appropriate.
8. Repairs lockers, chairs, tables, benches, and classroom furniture; repairs and patches drywall, wallpaper, paint.
9. Replaces floor and ceiling tiles.
10. Replaces light bulbs and tubes.
11. Removes and installs marking and bulletin boards.
12. Lifts and moves furniture and equipment.

13. Maintains safety and cleanliness of campus by sweeping outside areas and picking up and disposing of debris, paper, trash, glass, rocks, etc.
14. Does light carpentry, painting, electrical, plumbing, heating, air conditioning, carpet and tile installation, and welding.
15. Operates equipment such as power saws, forklift, and hydraulic lift.
16. Maintains records of work performed and materials used.
17. Loads and unloads trucks; carry tools, equipment, and supplies
18. Participates in major upkeep/repair/cleaning of the school plant during vacation periods.
19. Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction; safe working methods and procedures. Methods, materials, and equipment required for all custodial services of a large facility; requirements for maintaining school sites in a safe, secure, clean, and orderly condition; operating principles of heating and air conditioning equipment; basic terminology, vocabulary, and craft skills used in plant maintenance and operation.

Ability to:

Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades. Perform moderately medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; demonstrate good judgment, and common sense; operate custodial equipment and hand tools; drive an electric cart; prioritize tasks and make independent judgment related to emergency and safety matters; keep accurate records and make reports; estimate time and materials in connection with a custodial work program; perform minor repairs and light maintenance tasks; make basic arithmetical calculations; understand and carry out oral and written instructions; appreciate human diversity; establish and maintain cooperative working relationships. Maintains positive communication with the school staff, the students and the community.

Education/Experience:

Any combination equivalent to: formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance; two years of experience in general construction or as a building trades helper and one year of custodial work, preferably including six months of school custodial experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting; working from heights and within confined spaces, potential exposure to all types of weather and temperature conditions, noise, dust, grease, fumes, heights, and potentially hazardous chemicals, solvents, and oils. Must be able to work flexible schedule and irregular work hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month, hourly non-exempt employee, (There may be some time you may need to work late and/or weekends.) 8 am to 4:30 pm.

Reports to: Facilities Supervisor

This is a full-time hourly non-exempt position. Hourly range starting at \$20 an hour up to \$23 an hour, depending on range, is commensurate with experience and education. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara, at hr@st-anne.org.